



HAMPDEN TOWN COUNCIL
HAMPDEN MUNICIPAL BUILDING
AGENDA

WEDNESDAY

JUNE 7TH, 2017

7:00 P.M.

6:00 p.m. – Finance & Administration Committee

- A. PLEDGE OF ALLEGIANCE
- B. CONSENT AGENDA
 - 1. SIGNATURES
 - 2. SECRETARY'S REPORTS
 - a. May 15th, 2017 Council Meeting Minutes
 - 3. COMMUNICATIONS
 - a. Clerk's article in the Spring edition of the Maine Town & City Clerk's Association newsletter
 - 4. REPORTS
 - a. Finance Committee Minutes –05/15/2017
 - b. Infrastructure Committee Minutes – 04/24/2017
 - c. Planning & Development Committee Minutes – 05/03/2017
 - d. Services Committee Minutes – 04/10/2017
- C. PUBLIC COMMENTS
- D. POLICY AGENDA
 - 1. NEWS, PRESENTATIONS & AWARDS
 - a. Award of grant funds through the Submerged Lands Program, Bureau of Parks and Lands Grant
 - 2. PUBLIC HEARINGS
 - 3. NOMINATIONS – APPOINTMENTS – ELECTIONS

NOTE: The Council will take a 5-minute recess at 8:00 pm.

4. OLD BUSINESS

5. NEW BUSINESS

- a. Proposed FY17 Budget Amendment to Sewer Revenues and Overlay in order to properly credit FY17 sewer amounts paid toward General Fund interfund transfer deficit
- b. Referral of the Council's proposed FY18 budget to Public Hearing on June 19th, 2017

E. COMMITTEE REPORTS

F. MANAGER'S REPORT

G. COUNCILORS' COMMENTS

H. ADJOURNMENT



B-2-a

HAMPDEN TOWN COUNCIL
HAMPDEN MUNICIPAL BUILDING
MINUTES

MONDAY

MAY 15TH, 2017

7:00 P.M.

6:00 p.m. – Finance & Administration Committee

Attending:

*Mayor Ryder
Councilor Sirois
Councilor McPike
Councilor Wilde
Councilor Marble
Councilor Cormier
Councilor McAvoy*

*Town Manager Angus Jennings
Town Clerk Paula Scott
Town Planner Karen Cullen
DPW Director Sean Currier
Allison Berube
RSU Board Chair Karen Hawkes
RSU Board Vice Chair Wally Fraser
Assist. Superintendent Reagan Nickels*

- A. **PLEDGE OF ALLEGIANCE** – *Mayor Ryder led the Pledge of Allegiance*
- B. **CONSENT AGENDA** - *Councilor Marble made a motion, seconded by Councilor McAvoy, to accept the consent agenda. Unanimous vote in favor.*

1. **SIGNATURES**

2. **SECRETARY'S REPORTS**

- a. **May 1st, 2017 Council Meeting Minutes**

3. **COMMUNICATIONS**

- a. **Notice of the Decision of the Board of Assessment Review in the Acadia Hospital Corp. Appeal of Service Charge Ordinance v. Assessment, heard on April 20th, 2017**
- b. **Safety Enhancement Grant Program Application – May 2017**

4. **REPORTS**

- a. **Finance Committee Minutes – 04/18/2017, 05/01/2017**
- b. **Infrastructure Committee Minutes – none**
- c. **Planning & Development Committee Minutes – 04/19/2017**
- d. **Services Committee Minutes – 04/10/2017**

- C. **PUBLIC COMMENTS** – *RSU Chair Karen Hawkes approached the podium and introduced herself, Vice Chair Wally Fraser and Assistant Superintendent Reagan Nickels. She passed out three different handouts, attached as Exhibits A-C. She*

NOTE: The Council will take a 5-minute recess at 8:00 pm.

stated that the RSU board felt it important to hand out the information and address town leaders and residents in the RSU in letter format in light of questions that have arisen at recent budget meetings, especially with regard to Article 20. She stated that the RSU board understands the challenges towns are faced with regarding taxes and stated that the RSU is committed to relieve the local burden. If additional state funds are received, they will reach out to the member towns for thoughtful discussion prior to any decision as it relates to Article 20. She further stated that creating a budget that meets the student needs and remains respectful of the demands on tax payers is not taken lightly, and the board has made great strides in accountability. Going forward they will continue to listen to the needs of all stakeholders in member towns. Councilor Sirois asked why the Board is budgeting for a decrease in state funding when leadership in Augusta stated there would be no decrease. Chair Hawkes stated that that is yet to be guaranteed. Councilor Sirois recapped the different scenarios the RSU could approach regarding state funding and Article 20 and reminded the Board that the funds do not belong to the RSU, they belong to the tax payers.

D. POLICY AGENDA

- 1. NEWS, PRESENTATIONS & AWARDS** – *Mayor Ryder reminded the public that the Stream Clean-up is Saturday May 20th.*

2. PUBLIC HEARINGS

- 1. Proposed Zoning Ordinance Amendment to Sections 3.7.4, 3.7.6, 7.2, and adding a new section 4.25 to Article 4, all related to Accessory Apartments – continued from May 1st** – *Mayor Ryder reopened the Public Hearing at 7:15 and called Planner Cullen to the podium. She recapped changes made by the Planning Board as a result of concerns raised when the Public Hearing first opened on May 1st. The amendments that the Planning Board unanimously approved are to allow accessory apartments to be detached, such as in a garage whether existing or new, to delete the 800 square foot maximum size, to keep the requirement of 40% of the square footage of the house in order to remain subordinate, and to increase the allowable amount of bedrooms from one to two. She further stated that the Town Attorney reviewed the amendments in light of the Fair Housing Act and that none of these amendments would violate it as these amendments do not specifically prohibit families with children. The Attorney also pointed out that we should modify the definition of accessory structure as the current definition says uninhabitable. This would simply be a housekeeping measure to avoid future conflict. Planner Cullen stated that if Council were to adopt the proposed amendments, they should vote on version 7 as submitted which include the housekeeping measures just discussed. Mayor Ryder opened*

the floor for questions, Councilor McAvoy made a statement that the public should be aware that all building and energy codes still must be met. Planner Cullen added that they would also require a conditional use permit from the Planning Board. Councilor McPike made a motion, seconded by Councilor McAvoy to adopt the proposed amendments to the Zoning Ordinance in Sections 3.7.4, 3.7.6, 7.2 and adding section 4.25 related to accessory apartments as submitted in version 7 including modifications discussed at the opening of the public hearing on May 1, 2017, to allow accessory apartments to be detached, to delete the 800 square foot maximum size, to keep the requirement of 40% of the square footage, to increase bedrooms from one to two and deleting the second sentence of the definition of accessory structures.

Mayor Ryder asked for public comment and Allison Berube approached the podium. She stated that the accessory structure change is more restrictive than current zoning allowing for the conversion of single family dwellings, and it adversely affects those in Residential A. She further stated that towns, and their zoning committees must provide a bonafide government interest that would serve that interest by being less discriminatory or restrictive. She stated courts have held that zoning regulations are permissible if reasonable and not arbitrary, and provide a substantial benefit to the public. She proposed that limiting accessory apartments to 2 bedrooms is unnecessary. She maintained that the intent to increase housing stock for smaller households could have adverse effects on a protected class which is familial status. She asked Council to strike any mention of a limit on the number of bedrooms, and mention of smaller household also be stricken. She then asked for her statement to be entered into the permanent record. (Note: Statement was not provided at the Public Hearing and request for her to provide it after the fact has gone unanswered)

Mayor Ryder recalled Planner Cullen to the podium to address concerns raised. She stated that regarding the level of restrictions in Residential A, currently a two family dwelling is limited to a conversion of an existing structure and the conversion is not supposed to look like a duplex. The reduction from 50% to 40% of the square footage is more restrictive, but the primary reason is in order to be subordinate, it must be less than 50%. She stated that these are supposed to be accessory and not full size and that the purpose for Residential A is for single family residences to be primarily in this area.

MINUTES

Manager Jennings also stated that the recent Market Study shows a clear trend that Hampden is currently not well suited to smaller households, including those aging in place, and that these changes would advance the governmental interests.

Councilor Marble commended Ms. Berube for getting involved and that he felt that it was a positive experience in a process that ultimately will result in meeting the needs of more people in the community. He also commended Manager Jennings and Planner Cullen for their good work on this.

There were no other comments, and the motion on the floor was brought to vote. Unanimous vote in favor. The public hearing closed at 7:30 p.m.

- 2. Proposed Fees Ordinance Amendments to Article 1 Administration, Article 2 Fees for Activities Regulated by Town Ordinance, including Section 2.9, Sewer rates, and Article 5 Public Works** – *Mayor Ryder opened the Public Hearing at 7:30 p.m. and called on Manager Jennings to begin discussion on the sewer rate review. Manager Jennings' presentation illustrated what has happened in the past, namely in FY14 and FY15. Major challenges have been billing from Bangor that have shown large variances in flow at the city line and there are concerns over inflow and infiltration. The Town has had to borrow funds to pay overdue bills from the City of Bangor and our contractually obligated share of repair costs to the Bio Tower, and the Sewer Department is still paying back the General Fund at \$100,000 a year. The proposed budget includes for the first time, dedicated personnel in the Sewer Department. Debt Service on the two loans is about \$82,000 a year, and there is a potential need for a referendum regarding debt authorization for the Grist Mill Bridge. Manager Jennings stated that rate increases in this budget are to take care of what has happened in the past and that he is sympathetic to the rate payers. The sewer budget for FY18 proposes a rate increase from \$9.74 to \$11.60 to meet projected expenses.*

Mayor Ryder asked for comments to which Councilor Marble stated that he believes the Council is getting sound information and the question is how to pay bills without more burden to the tax payer and the rate payer. Even though it is bad tasting, he would support a 19% increase to meet obligations. Councilor McPike also stated that he is concerned about what will happen if the CCTV process reveals damage to our lines that need to be repaired.

Manager Jennings stated that Director Currier has brought those same concerns to him numerous times and asked him to come to the podium to elaborate. Director Currier stated first that he is sympathetic to the rate payers. He then reiterated that the Sewer Department is not where it should be in terms of maintenance and that we have been lagging behind for years. He stated that the sooner we can pay back the General Fund, the sooner we can start allocating those funds to repair and maintenance. He indicated that taking care of the problems with inflow and infiltration will reduce the cost for treatment that we are getting billed for. Capital going forward will be extremely important. Bangor is obligated per consent decree to spend a certain amount of money to reduce I & I and a large portion is at the treatment facility. We are legally bound to pay for a portion of that. Without a rate increase, we will not be in a place to take care of those obligations and we will set ourselves back again. He reported that surrounding communities are still paying more in sewer rates, even if we increase ours by the 19%. He stated that the proposed rate increase is still minimal for the amount of sewer infrastructure (28 miles) that we have to maintain. If we can get to the place where we can pay our bills on time and still do maintenance and repairs. We will actually save money over time. He urged the Council to continue with the repayment to the General Fund so that we may then concentrate on issues like the I & I.

Councilor McAvoy asked how many of the Sewer line miles were force mains to which Director Currier replied only about a half a mile. Councilor McAvoy stated that since the CCTV is intended to find areas of inflow and infiltration, he shares the same concern about what we are going to do if we find these issues, or if there are more than we think. He said he would find it difficult to ignore and not spend money on to fix and hopes the rate payers will understand.

Councilors continued to deliberate and pose questions to the Manager regarding possible scenarios for payback to the General Fund, deferment of some of the pay back, Impact Fee Ordinance creation, and potential revenues from Fiberight. At the conclusion of debate, Councilor McAvoy made a motion to go with the 19% increase as recommended by the Manager and reflected in the budget. Councilor Marble seconded the motion. Councilor Marble, Councilor McAvoy, Councilor McPike and Councilor Sirois voted in favor. Councilor Wilde, Councilor Cormier and Mayor Ryder voted in opposition. Motion carries, 4-3. The Public Hearing closed at 8:20 p.m.

Councilor McPike made a motion to approve the proposed amendments to the remainder of the Fees Ordinance that were before them. Councilor Sirois seconded the motion. Unanimous vote in favor.

3. NOMINATIONS – APPOINTMENTS – ELECTIONS

- a. **Appointment of Anthony Ng to the Historic Preservation Commission – referral from Planning & Development Committee –** *Councilor McPike made a motion, seconded by Councilor Marble, to appoint Anthony Ng to the Historic Preservation Committee. Unanimous vote in favor.*
- b. **Re-appointment of Susan O'Brien to the Lura E. Hoit Pool Board of Directors – referral from Services Committee –** *Councilor Marble made a motion, seconded by Councilor McAvoy, to reappoint Susan O'Brien to the Lura E. Hoit Pool Board of Directors. Unanimous vote in favor.*
- c. **Appointment of Thomas Dorrity to the Planning Board from an alternate member to a full member – referral from Planning Board –** *Councilor Sirois made a motion, seconded by Councilor Marble to appoint Thomas Dorrity to the Planning Board from an alternate member to a full member. Unanimous vote in favor.*
- d. **Warrant for RSU 22 Budget Validation Referendum –** *Councilor Marble made a motion, seconded by Councilor Sirois to sign the Warrant for the RSU 22 Budget Validation Referendum. Unanimous vote in favor.*

4. OLD BUSINESS - None

5. NEW BUSINESS

- a. **Contract award for the Design, Engineering and Permitting for Pool and Municipal Building Site– referral from Finance Committee –** *Councilor Wilde made a motion, seconded by Councilor Sirois, to award the contract for the Design, Engineering and Permitting for the Pool and Municipal Building Site to Woodard and Curran. Unanimous vote in favor.*
- b. **Request for authorization for the expenditure of \$15,470 from Rec Area Reserve account (3-767-00) for the contract for Design,**

Engineering and Permitting for Pool and Municipal Building Site – referral from Finance Committee – Councilor Wilde made a motion, seconded by Councilor Sirois to authorize the expenditure of \$15,470 from Rec Area Reserve to pay for the contract for Design, Engineering and Permitting for Pool and Municipal Building Site. Councilor McAvoy, Councilor Marble, Councilor Wilde, Councilor McPike, Councilor Sirois and Mayor Ryder voted in favor of the motion. Councilor Cormier voted in opposition. Motion carries, 6-1.

- c. **Request for authorization for the expenditure of \$6,179.89 out of the Recreation Clearing Account for the purchase of field maintenance equipment – referral from Services Committee** – Councilor Marble made a motion, seconded by Councilor Wilde to authorize the expenditure of \$6,179.89 out of the Recreation Clearing Account for the purchase of field maintenance equipment. Councilor Marble, Councilor Wilde, Councilor McPike, Councilor Sirois and Mayor Ryder voted in favor of the motion. Councilor McAvoy and Councilor Cormier voted in opposition. Motion carries, 5-2.
- d. **Request for authorization for the expenditure of up to \$2,900 out of the Equipment Reserve Account (3-717-00) for the purpose of renting an excavator – referral from Finance Committee** – Councilor Wilde made a motion, seconded by Councilor Sirois to authorize the expenditure of up to \$2,900 for the purpose of renting an excavator. Councilor Marble, Councilor Wilde, Councilor McPike, Councilor Sirois and Mayor Ryder voted in favor of the motion. Councilor McAvoy and Councilor Cormier voted in opposition. Motion carries, 5-2.
- e. **Request for authorization for the expenditure of \$65,875.98 out of the Streets/Roads Reserve Account (3-761-00) for the purpose of resurfacing roads – referral from Finance Committee** – Councilor Wilde made a motion, seconded by Councilor Marble, to authorize the expenditure of \$65,875.98 from the Streets/Roads Reserve Account for the purpose of resurfacing roads. Unanimous vote in favor.

E. COMMITTEE REPORTS

Services Committee – Councilor Marble reported that this committee met last Monday and tonight's agenda reflected much of what was discussed such as the contract award for the pool site. Committee was updated on the status of the Broadband grant, the Bus and its ridership was discussed. Committee revisited the Farmer's Market and vendors on town property, discussed the Bus service and the Kiwanis lease. FY18 Services priorities were discussed.

Finance & Administration Committee – Councilor Wilde reported that at the May 1st

MINUTES

meeting, committee members considered the obligation bond, discussed the proposed Fees Ordinance amendments and recommended payment for the BDN, Hampden Electric, and IT Reserve request and approved an expenditure from the Personnel Reserve for a temporary employee. Committee was presented with the FY16 Audit as well as the Managers FY18 Budget.

Planning & Development Committee – Councilor McPike reported that this committee met on May 3rd and were updated on MRC, discussed the proposed amendments to the Fees Ordinance with regard to the rate setting for Sewer. Discussed the issues with flow control and held the first budget work session.

Infrastructure Committee– Councilor Sirois reported that the next Infrastructure Committee meeting will be on May 22nd.

- F. **MANAGER'S REPORT** – Manager Jennings reminded the public that the Garden Club's annual Perennial and Pie Sale is Saturday beginning at 8:00 and the Annual Stream Clean Up begins at 9:00. He reported that at the MRC/Fiberight pre-construction meeting, all utilities were present including the pipeline people and it was a good meeting. The Environment Trust will be meeting Thursday and will review the past 7 years' worth of eligible expenditures in the amount of \$360,000 for reimbursement to the Town.

G. **COUNCILORS' COMMENTS**

Councilor McAvoy – Stated that although he had predicted spring's arrival two weeks ago, he didn't say it wouldn't be a wet one but it is looking up for tomorrow. He reminded everyone to shop local and buy American.

Councilor Cormier – No comment

Councilor Marble – No comment

Councilor Wilde – Stated to those at home who stuck it out watching the meeting until 9:00, to go watch the game!

Councilor McPike – No comment

Councilor Sirois – No comment

Mayor Ryder – Reminded the public that the next budget meeting will be on Wednesday and stated that the Council welcomed involvement by the public. As you can see here tonight, a citizen that got involved and asked questions resulted in something that would be helpful to many. It shows that the Council is listening to the public and welcome the input.

- H. **ADJOURNMENT** – With no other business to conduct, Councilor Marble made a motion, seconded by Councilor Sirois, to adjourn at 8:55 p.m. Unanimous vote in favor.

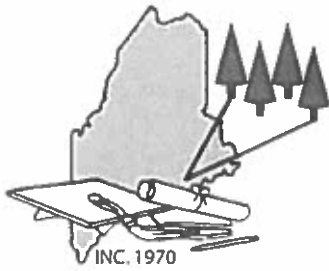
Respectfully Submitted,



Paula A. Scott, CCM
Town Clerk

Maine Regional School Unit #22

Hampden, Newburgh, Winterport, Frankfort



24 Main Road North • Hampden, ME 04444 • Phone (207) 862-3255 • Fax (207) 862-2789

RICHARD A. LYONS
Superintendent of Schools
 rlyons@rsu22.us

EMIL P. GENEST
Assistant Superintendent for Business
 egenest@rsu22.us

May 15, 2017

Dear Town Leadership and members of our RSU22 communities:

In advance of the scheduled June 8th, 2017 District Budget meeting (held at HIA) and in advance of the June 13th referendums in each of your four RSU 22 communities, please feel free to share the following information. Data can also be found on the District website at www.rsu22.us.

For those who may not have been present at the Legislative session discussing State Subsidy changes (reductions) or at the two public budget committee meetings of April 25 or May 2, 2017, please consider this a synopsis.

As many of you are aware having attended the March 27, 2017 meeting with our legislatures present, we currently anticipate a \$115,000 reduction of State Funding. As a byproduct of Finance and Budget Committee meetings held to discuss the overall RSU 22 budget, we received a recommendation to increase the amount transferred from our unallocated fund balance from \$439,000 to \$540,000. This additional \$101,000 transfer intends not only to offset the direct impact to local share as a result of the \$115,000 State Subsidy reduction, it also places our unallocated fund balance at slightly less than 3% of our prior year's school budget in accordance with 20-A MRSA §15689-B, sub-§6.

We reviewed administrative requests for additional teaching positions totaling more than \$1.1M and came away with an adjusted request of approximately \$250,000, slightly more than half of which were Ed Tech positions filled during FY17 to meet student needs at multiple schools within our District.

We are now in year 2 (of 3) of our collective bargaining agreement for our salaried teaching staff. The collective bargaining agreement continues to have a direct impact on our budget due to the negotiated annual increase in salaries over the three-year agreement period, plus related costs for healthcare, salary step adjustments, and retirement benefits. Due to the state's regulation requiring Maine school districts to contribute 3.97% toward the retirement program, RSU 22 must budget \$542,312 - an expense that was not part of the RSU 22 budget only 5 years ago.

We discussed and integrated \$311,376 of additional expenditure eliminations at our May 2, 2017 budget meeting and May 3, 2017 full board meeting.

We discussed offsetting a \$60,000 loss of program support from Penquis for our full-day Pre-K program in Hampden and Newburgh Schools through a one-time sponsorship program. Positive results suggest zero increase to local share during the FY18 budget period.

We discussed and approved a recommendation to expend \$25,000 on new Math textbooks, following close analysis and lengthy discussion among our Education Committee as it relates to the districts math scores and our students' instructional needs.

We discussed a \$20,000 decrease in revenue from our Veazie Superintendent Services agreement.

We discussed possible closure of the School Based Health Center at Hampden Academy.

We received a budget committee recommendation to approve, by individual consideration, warrant articles 1 through 11.

Due to the still unknown nature of the State Subsidy, and in the event that the State Legislature votes to increase the subsidy over the amount currently allocated, we also reviewed and approved language (Article 20) that authorizes the School Board to "use all or part of the additional state subsidy received, if any, to: 1.) increase expenditures for school purposes in cost center categories approved by the School Board; 2.) increase the allocation of finances in a reserve fund approved by the School Board; and/or 3.) decrease the local cost share expectation, as defined in Title 20-A, section 1567-A(1) B, for local property taxpayers for funding public education as approved by the school board."

We received a budget committee recommendation to approve a FY18 budget totaling \$30,844,264.13 representing a 2.54% gross increase in spending, 86% of which falls within warrant articles 1-5 and directly applies to student instruction. It is noteworthy to observe that we anticipate a 2.85% increase in pupil count compared to FY17 and the RSU 22 per pupil cost is \$1,314 less than the State average.

The Board understands the challenges our town officials are facing. We are committed to helping relieve the local burden and this will remain a priority for the Board if additional State funds are received. The flexibility of Article 20 ensures we are able to direct funds in response to the current context at that moment in time. If additional State funds are received, we will reach out to our town officials to ensure there is transparency and discussion prior to any Board decision as it relates to Article 20.

Copies of the full budget presentation material reviewed during the April 25, 2017 budget review meeting can be downloaded at www.rsu22.us, and contain helpful data for each of the four sending communities, as well as comparisons to State averages. We will be voting on the budget as a full board during our May 17, 2017 regular meeting.

The process of creating a budget that meets the needs of our student population while being respectful of the demands placed on our taxpayers is not taken lightly. The Board is committed to accountability and transparency, and we have made noted strides of progress in recent years in response to expressed concerns from Town Leadership and members of our communities. The Board has a responsibility to consider and listen to all community stakeholders. Our constituents in all four towns have expressed diverse opinions and desires, and a respectful discourse continues as we move forward. We look forward to continued correspondence between our four RSU 22 communities and the citizens they represent, as well as participation at our regular Board meetings. It is the position of the Board that progress is only achievable and that positive change is only attainable when stakeholders work together in the spirit of collaboration, honesty and transparency.

Sincerely,



Karen B. Hawkes
Chair, RSU 22 School Board

Enclosures:

(2 pp.) Budget report by Articles/ sub category

(4 pp) DRAFT of warrant articles 1-20 being considered at the May 17, 2017 board meeting.

~~Exhibit B~~
**WARRANT TO CALL
REGIONAL SCHOOL UNIT NO. 22
BUDGET MEETING
(20-A M.R.S. § 1485)**

TO: _____, a resident of Regional School Unit No. 22 (the "Regional School Unit")
composed of Towns of Hampden, Newburgh, Winterport, and Frankfort, State of Maine.

In the name of the State of Maine, you are hereby required to notify the voters of each of the municipalities within the Regional School Unit, namely, Towns of Hampden, Newburgh, Winterport, and Frankfort, that a Regional School Unit Budget Meeting will be held at Hampden Academy, 89 Western Ave., Hampden, ME 04444, Maine at 7:00 p.m. on June 8, 2017 for the purpose of determining the Budget Meeting Articles for the 2017-2018 fiscal year set forth below.

ARTICLE 1A: To elect a moderator to preside at the meeting.

ARTICLES 1 THROUGH 11
AUTHORIZE EXPENDITURES IN COST CENTER CATEGORIES

- ARTICLE 1:** To see what sum the Regional School Unit will be authorized to expend for Regular Instruction.
School Board Recommends \$
- ARTICLE 2:** To see what sum the Regional School Unit will be authorized to expend for Special Education.
School Board Recommends \$
- ARTICLE 3:** To see what sum the Regional School Unit will be authorized to expend for Career and Technical Education.
School Board Recommends \$
- ARTICLE 4:** To see what sum the Regional School Unit will be authorized to expend for Other Instruction.
School Board Recommends \$
- ARTICLE 5:** To see what sum the Regional School Unit will be authorized to expend for Student and Staff Support.
School Board Recommends \$
- ARTICLE 6:** To see what sum the Regional School Unit will be authorized to expend for System Administration.
School Board Recommends \$
- ARTICLE 7:** To see what sum the Regional School Unit will be authorized to expend for School Administration.
School Board Recommends \$
- ARTICLE 8:** To see what sum the Regional School Unit will be authorized to expend for Transportation and Buses.
School Board Recommends \$
- ARTICLE 9:** To see what sum the Regional School Unit will be authorized to expend for Facilities Maintenance.
School Board Recommends \$

- ARTICLE 10:** To see what sum the Regional School Unit will be authorized to expend for Debt Service and Other Commitments.
School Board Recommends \$
- ARTICLE 11:** To see what sum the Regional School Unit will be authorized to expend for All Other Expenditures.
School Board Recommends \$

ARTICLES 12 THROUGH 14
RAISE FUNDS FOR THE PROPOSED SCHOOL BUDGET

- ARTICLE 12:** To see what sum the Regional School Unit will appropriate for the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act and to see what sum the Regional School Unit will raise and assess as each municipality's contribution to the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act in accordance with the Maine Revised Statutes, Title 20-A, section 15688.

Recommended amounts set forth below:

Total Appropriated (by municipality):		Total Raised (and Regional School Unit assessments by municipality):	
Town of Hampden	\$ 14,874,409.15	Town of Hampden	\$ 5,044,050.50
Town of Newburgh	\$ 2,935,068.29	Town of Newburgh	\$ 841,987.67
Town of Winterport	\$ 7,261,671.54	Town of Winterport	\$ 2,093,915.83
Town of Frankfort	\$ 1,721,625.55	Town of Frankfort	\$ 658,364.17
Total Appropriated (sum of above)	\$ 26,792,774.53	Total Raised (sum of above)	\$ 8,638,318.17

Explanation: The Regional School Unit's contribution to the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act is the amount of money determined by state law to be the minimum amount that the Regional School Unit must raise and assess in order to receive the full amount of state dollars.

- ARTICLE 13:** To see what sum the Regional School Unit will raise and appropriate for the annual payments on debt service previously approved by the Regional School Unit voters for non-state-funded school construction projects or non-state-funded portions of school construction projects in addition to the funds appropriated as the local share of the Regional School Unit's contribution to the total cost of funding public education from pre-kindergarten to grade 12.

School Board Recommends \$

Explanation: Non-state-funded debt service is the amount of money needed for the annual payments on the Regional School Unit's long-term debt for major capital school construction projects that are not approved for state subsidy. The bonding of this long-term debt was previously approved by the Regional School Unit voters.

ARTICLE 14: (Written ballot required.) To see what sum the Regional School Unit will raise and appropriate in additional local funds (**Recommend \$_____**), which exceeds the State's Essential Programs and Services allocation model by (**Recommend \$_____**) as required to fund the budget recommended by the School Board.

The School Board Recommends \$_____, which exceeds the State's Essential Programs and Services allocation model by \$_____. The School Board gives the following reasons for exceeding the State's Essential Programs and Services funding model: EPS does not fully support all of the necessary costs of a comprehensive pre-K-12 educational program, such as (1) athletics/co-curricular program costs; (2) transportation for the athletics/co-curricular program; and (3) special education costs.

Explanation: The additional local funds are those locally raised funds over and above the Regional School Unit's local contribution to the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act and local amounts raised for the annual payment on non-state funded debt service that will help achieve the Regional School Unit budget for educational programs.

ARTICLE 15 SUMMARIZES THE PROPOSED SCHOOL BUDGET

ARTICLE 15: To see what sum the Regional School Unit will authorize the School Board to expend for the fiscal year beginning July 1, 2017 and ending June 30, 2018 from the Regional School Unit's contribution to the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act, non-state-funded school construction projects, additional local funds for school purposes under the Maine Revised Statutes, Title 20-A, section 15690, unexpended balances, tuition receipts, state subsidy and other receipts for the support of schools.
School Board Recommends \$_____

ARTICLE 16 AUTHORIZES EXPENDITURE OF GRANTS AND OTHER RECEIPTS

ARTICLE 16: In addition to amounts approved in the preceding questions, shall the School Board be authorized to expend such other sums as may be received from federal or state grants or programs or other sources during the fiscal year for school purposes, provided that such grants, programs or other sources do not require the expenditure of other funds not previously appropriated?

ARTICLE 17 AUTHORIZES THE ADULT EDUCATION PROGRAM AND RAISES THE LOCAL SHARE

ARTICLE 17: To see if the Regional School Unit will appropriate \$_____ for adult education and raise \$_____ as the local share, with authorization to expend any additional, incidental, or miscellaneous receipts in the interest and for the well-being of the adult education program.

**ARTICLE 18 AUTHORIZES EXPENDITURES FROM THE PREVIOUSLY
APPROVED CAPITAL PROJECT RESERVE FUND**

ARTICLE 18: In addition to amounts authorized under Articles 1 through 17, shall the School Board be authorized to transfer up to **\$150,000.00** from unallocated fund balances and/or unanticipated revenues to the RSU's previously established Capital Reserve Fund and shall the School Board be further authorized to expend up to **\$150,000.00** from this Capital Reserve Fund to fund capital projects in the RSU including the following: (i) window sill replacement at Weatherbee Elementary School; (ii) various paving projects throughout the RSU; (iii) flooring replacement at Reeds Brook Middle School, and (iv) the school revolving renovation fund water infiltration project at Reeds Brook Middle School?

**ARTICLE 19 AUTHORIZES A TRANSFER TO AND EXPENDITURE
FROM THE SCHOOL ATHLETIC FACILITY CAPITAL RESERVE FUND**

ARTICLE 19: In addition to amounts authorized under Articles 1 through 18, shall the School Board be authorized to transfer up to 50% of gate receipts from RSU athletic events during the 2017-2018 fiscal year to the School Athletic Facility Capital Reserve Fund and to expend these funds from said reserve fund for the purpose of maintaining the RSU's multi-purpose athletic field and maintaining other Regional School Unit athletic facilities?

**ARTICLE 20 AUTHORIZES THE DISPOSITION OF
ANY ADDITIONAL STATE SUBSIDY RECEIVED**

ARTICLE 20: In the event that the Regional School Unit receives more state education subsidy than the amount included in its budget, shall the School Board be authorized to use all or part of the additional state subsidy to **increase expenditures for school purposes in cost center categories approved by the School Board, increase the allocation of finances in a reserve fund approved by the School Board, and/or decrease the local cost share expectation, as defined in Title 20-A, section 15671-A(1)(B), for local property taxpayers for funding public education as approved by the School Board?**

Given under our hand this day, May 17, 2017 at Hampden, Maine.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

A majority of the School Board of Regional School Unit No. 22

A true copy of the Warrant, attest:

_____, Resident
Regional School Unit No. 22

	FY14 Expended	FY15 Expended	FY16 Expended	FY17 Budget	Proposed Non-Payroll	Proposed Payroll	FY18 Proposed	Variance
Article 1: Regular Instruction								
Elementary	4,273,361.98	4,410,288.63	4,658,611.37	4,664,205.53	239,002.73	4,518,993.49	4,757,996.22	93,790.69
Secondary	3,194,227.99	3,243,122.78	3,309,270.56	3,330,276.21	217,549.07	3,084,599.76	3,302,148.83	-28,127.38
Online Learning	19,325.88	21,156.41	30,688.65	25,605.58	26,000.00	15,365.65	41,365.65	15,760.07
K-2	1,897,740.62	1,967,624.99	1,995,848.15	2,036,657.33	86,292.66	2,027,987.81	2,114,280.47	77,623.14
Pre-K	128,689.00	158,733.01	173,499.01	179,607.00	310,370.10	0.00	310,370.10	130,763.10
English Language Learners	26,720.46	24,759.00	22,589.60	23,257.23	0.00	22,738.68	22,738.68	-518.55
Alternative Education	108,101.40	111,476.66	117,622.66	122,958.71	3,300.00	127,567.11	130,867.11	7,908.40
Gifted & Talented	110,078.81	167,348.27	168,130.10	160,922.81	10,450.00	151,930.42	162,380.42	1,457.61
Total Article 1	9,758,246.14	10,104,509.75	10,476,260.10	10,543,490.40	892,964.56	9,949,182.92	10,842,147.48	298,657.08
Article 2: Special Education								
Resource	1,784,948.96	1,752,079.88	1,926,492.82	2,033,112.77	6,100.00	2,101,549.08	2,107,649.08	74,536.31
Extended School Year Program	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Self-Contained	1,371,865.48	1,491,621.08	1,456,938.66	1,784,847.25	5,200.00	1,930,939.00	1,936,139.00	151,291.75
Hospital / Homebound	4,259.34	13,573.78	12,719.74	10,100.00	12,500.00	0.00	12,500.00	2,400.00
Social Work	58,698.41	60,106.44	62,428.99	77,348.34	0.00	80,774.35	80,774.35	3,426.01
Psychological	128,150.90	150,188.36	164,847.55	209,238.85	108,000.00	85,762.03	193,762.03	-15,476.82
Speech & Language	369,731.62	372,251.87	370,455.84	378,669.76	500.00	408,520.57	409,020.57	30,350.81
Occupational Therapy	117,129.37	164,304.58	177,998.09	201,711.85	400.00	159,851.43	160,251.43	-41,460.42
Audiology	58,808.59	60,059.64	13,554.13	0.00	0.00	0.00	0.00	0.00
Physical Therapy	138,811.43	90,608.32	64,811.25	69,500.00	76,000.00	0.00	76,000.00	6,500.00
Adaptive Physical Education	31,701.22	18,592.48	16,570.03	19,014.58	0.00	19,535.56	19,535.56	520.98
Special Education Administration	334,266.70	276,258.38	369,707.04	409,151.05	207,697.75	271,981.97	479,679.72	70,528.67
Total Article 2	4,398,372.02	4,449,644.81	4,636,524.14	5,192,694.45	416,397.75	5,058,913.99	5,475,311.74	282,617.29
Article 3: CTE Instruction								
CTE Assessment	336,132.00	295,164.09	315,465.60	385,175.00	392,018.55	0.00	392,018.55	6,843.55
Total Article 3	336,132.00	295,164.09	315,465.60	385,175.00	392,018.55	0.00	392,018.55	6,843.55
Article 4: Other Instruction								
Summer School	1,569.30	1,560.81	0.00	3,158.10	0.00	3,179.10	3,179.10	21.00
Elementary Co-Curricular	45,032.75	49,857.86	44,431.39	49,062.08	5,863.06	45,900.03	51,763.09	2,701.01
Secondary Co-Curricular	92,497.76	76,552.14	103,340.04	89,463.71	17,640.42	84,816.73	102,457.15	12,993.44
Graduation	3,195.93	3,854.32	4,348.17	3,200.00	4,000.00	0.00	4,000.00	800.00
Elementary Extra-Curricular	103,083.36	111,203.91	112,379.35	128,478.61	40,209.44	103,704.27	143,913.71	15,435.10
Secondary Extra-Curricular	453,416.13	438,749.93	442,892.19	458,150.70	154,754.61	320,343.31	475,097.92	16,947.22
Total Article 4	698,795.23	681,778.97	707,391.14	731,513.20	222,467.53	557,943.44	780,410.97	48,897.77
Article 5: Student & Staff Support Services								
Guidance	475,524.52	520,637.25	528,237.61	578,025.99	14,064.75	600,251.44	614,316.19	36,290.20
Health	322,444.83	350,595.65	366,690.05	406,133.85	12,491.00	384,884.41	397,375.41	-8,758.44

Instruction-Related Technology	629,444.90	595,147.32	664,997.97	647,987.03	347,948.72	268,972.81	616,921.53	-31,065.50
Charter School	0.00	324.86	0.00	0.00	0.00	0.00	0.00	0.00
Section 504	4,389.31	5,710.67	0.00	0.00	0.00	24,912.90	24,912.90	24,912.90
Other Student Support	12,516.25	12,205.50	14,471.00	15,000.00	22,256.00	0.00	22,256.00	7,256.00
Intervention	31,131.75	32,339.36	34,562.12	44,980.41	27,000.00	25,663.99	52,663.99	7,683.58
Improvement of Instruction	148,192.16	144,346.60	173,170.79	197,098.36	27,641.82	142,787.83	170,429.65	-26,668.71
Instructional Staff Training	79,344.26	55,330.74	53,896.54	69,473.22	11,350.00	54,896.86	66,246.86	-3,226.36
Library	282,116.89	278,293.27	283,780.41	303,161.22	59,151.00	260,053.31	319,204.31	16,043.09
Assessment	88,146.38	94,658.55	95,739.87	101,114.83	25,289.00	74,788.47	100,077.47	-1,037.36
Total Article 5	2,073,251.25	2,089,589.77	2,215,546.36	2,362,974.91	547,192.29	1,837,212.02	2,384,404.31	21,429.40

Article 6: System Administration								
Board of Directors	185,787.58	193,214.35	130,214.31	98,921.74	114,325.00	8,404.03	122,729.03	23,807.29
Staff Relations / Negotiations	0.00	0.00	42,840.65	8,000.00	25,000.00	0.00	25,000.00	17,000.00
Central Office - Superintendent	378,207.85	391,286.80	376,334.07	380,257.81	35,009.00	370,875.32	405,884.32	25,626.51
Central Office - Fiscal	290,665.73	261,497.38	276,720.57	278,601.57	17,935.00	277,300.54	295,235.54	16,633.97
Total Article 6	854,661.16	845,998.53	826,109.60	765,781.12	192,269.00	656,579.89	848,848.89	83,067.77

Article 7: School Administration								
School Administration	1,204,941.22	1,240,869.15	1,289,269.92	1,289,809.76	114,370.80	1,264,483.65	1,378,854.45	89,044.69
Total Article 7	1,204,941.22	1,240,869.15	1,289,269.92	1,289,809.76	114,370.80	1,264,483.65	1,378,854.45	89,044.69

Article 8: Student Transportation								
Student Transportation	1,132,547.18	1,119,846.12	1,115,472.56	1,243,125.00	1,220,570.00	0.00	1,220,570.00	-22,555.00
Special Education Out-of-District Transportation	26,229.68	23,077.92	36,674.72	30,088.21	0.00	27,208.77	27,208.77	-2,879.44
Total Article 8	1,158,776.86	1,142,924.04	1,152,147.28	1,273,213.21	1,220,570.00	27,208.77	1,247,778.77	-25,434.44

Article 9: Maintenance & Operation of Buildings								
Operation of Buildings	1,019,526.92	1,096,500.55	1,063,523.90	1,327,384.37	1,183,424.00	0.00	1,183,424.00	-143,960.37
Care of Buildings	910,239.78	953,861.78	1,025,967.50	1,086,061.74	89,645.60	1,052,399.74	1,142,045.34	55,983.60
Maintenance of Buildings	681,836.53	794,569.46	793,951.68	635,181.91	613,257.44	147,467.68	760,725.12	125,543.21
Capital Renewal & Renovation	442,998.31	449,336.56	435,175.02	423,243.57	374,155.60	0.00	374,155.60	-49,087.97
Architects & Engineers	30,000.00	16,795.45	31,739.31	37,500.00	27,500.00	0.00	27,500.00	-10,000.00
Total Article 9	3,084,601.54	3,311,063.80	3,350,357.41	3,509,371.59	2,287,982.64	1,199,867.42	3,487,850.06	-21,521.53

Article 10: Debt Service								
Debt Service	4,601,979.62	4,160,321.96	4,076,471.69	4,027,212.25	3,973,638.91	0.00	3,973,638.91	-53,573.34
Total Article 10	4,601,979.62	4,160,321.96	4,076,471.69	4,027,212.25	3,973,638.91	0.00	3,973,638.91	-53,573.34

Article 11: Other								
Food Service Transfer	0.00	0.00	0.00	0.00	33,000.00	0.00	33,000.00	33,000.00
Total Article 11	0.00	0.00	0.00	0.00	33,000.00	0.00	33,000.00	33,000.00

GRAND TOTALS	28,169,757.04	28,321,864.87	29,045,543.24	30,081,235.89	10,292,872.03	20,551,392.10	30,844,264.13	763,028.24	2.54%
---------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	-------------------	--------------

**Memorandum**

TO: Town Council, Manager Jennings
FROM: Paula Scott, Town Clerk
DATE: May 31st, 2017
RE: Maine Town & City Clerk's
Association Newsletter article

As your Clerk, I endeavor to continue with my CEC's and other duties required of a certified Clerk by the Maine Town & City Clerk's Association. I believe that is part and parcel to being able to serve the Council, the Town Manager, my co-workers, and our community effectively.

It is in that regard that I have included an excerpt of an article that was selected by the newsletter committee for inclusion in the MTTCA's Spring newsletter. Having an article published is one of several required steps in the recertification process. (Fortunately, I had already written a version of the article for the Hampden Highlights Newsletter so I merely had to modify it to make it more global.) I am happy to report that I received several emails from other clerks throughout the state who not only enjoyed the article, but the idea of community building and methods to employ.

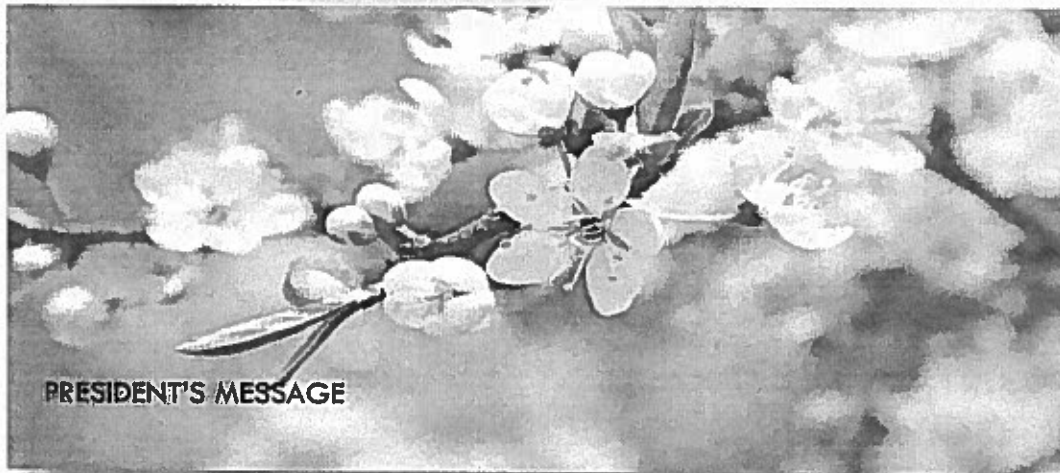
I am pleased that it was the Hampden Clerk's byline attached to a full sized article in the newsletter!!

"The Maine Clerk"

Maine Town & City Clerk's Association Newsletter

Volume 1, Issue 7

May 2017



PRESIDENT'S MESSAGE

Greetings Maine Town and City Clerks,

I hope this letter finds you in happy and in good health! I think spring has finally arrived! It certainly had a tough time giving old man winter the boot but warm weather and sunshine is finally taking over the state. Let's hope it continues well into the fall!

Maine Clerks have certainly been through a lot since I last wrote to you in the fall. I have experienced many, many elections over the past 25 years but the 2016 Presidential Election was by far the hardest one in terms of volume as well as public sentiment towards the process. I am proud of the job all Maine Clerks did during the election season. As evidenced by the outcome of the State recount, you did your job and you did it well! Kudos to all of you! I want to send a special thank you to the Maine Municipal Association and its Executive Board for their support of our efforts to conduct our elections with the utmost integrity and transparency. MMA felt strongly enough about our efforts that they produced a Public Service Announcement to thank all of our election workers.

Continued on Page 2

Inside this issue:

President's note	1
2nd VP, NEATC	3
County Association	4
County Association	4
Community Building	13
Secession	14
Who Am I	15
IIMC -Municipal Clerks Week	16
Cooking Like A Clerk	17
On the Lighter Side	17
Election Day Tip	18
Minimum Wage	19



Maine Town & City Clerks' Association

Community Building through Boards and Committees

Community is often thought of strictly in terms of its basic definition as a group of people living in the same place or having a particular characteristic in common. (Miriam-Webster) There is, however, a deeper nuance to community that goes beyond a mere location. It embodies the actual friendly association that is a result of sharing common interests and goals through service for the benefit of the public.

Maine towns and cities have a proud tradition of involvement by their residents in their public institutions through volunteerism and service who have long understood the altruistic value in community building. Public employees, and appointed and elected officials understand the value of resident participation and we thank those that serve. We understand and embrace the fact that singularly, we cannot do it, but corporately, we can all make a difference.

There are many boards and committees in each and every community that help support various aspects of local government. Unfortunately, volunteerism is on the decline nationwide. In some instances, finding people interested enough and willing to become a board or committee member and taking part in the process of local, accessible, and effective government, often proves difficult.

So what can we do to increase citizen participation? As clerk's, we are in a great position to ramp up interest. Many of us are already responsible for maintaining membership levels, sending out inquiries for reappointment to those whose terms are expiring, setting a placeholder on the agenda for appointment by the Municipal Officers, and the swearing in of board or committee members. There are other creative ways that help to get the word out about the need for citizen involvement. If your town gives out "Welcome Packets" to new residents with pertinent information about town services, how about including a packet of information about your various boards, what their responsibilities are, their membership, terms, and an application? If your town has a Facebook page or produces its own newsletter, those are great media for letting the public know that you have board vacancies. And if there are forums or expos where other non-profit or volunteer organizations meet to ply their wares, how about staging a table of your own in order to hand out information about your town or city, and especially about how members of the community can get involved?

Local government is continually faced with trying to do more with less. Having active boards and committees helps reduce the strain of increasing workloads on our collective staffs; and at the same time, lends itself to the fact that local government is the most democratic form of government remaining in which citizens can actively take part. We are street level and we are accessible. As the old adage goes, "Many hands make light work." As clerks, let's continue to put our heads and hands together with our citizens for the betterment and the building of our communities.

Paula Scott
Hampden Town Clerk

INFRASTRUCTURE COMMITTEE MEETING

Monday, April 24, 2017

MINUTES

Attending:

*Councilor Greg Sirois
Mayor David Ryder
Councilor Terry McAvoy
Councilor Ivan McPike
Councilor Mark Cormier*

*Councilor Stephen Wilde
Councilor Dennis Marble
Town Manager Angus Jennings
DPW Director Sean Currier
Assessor Kelly Karter*

Chairman Sirois called the meeting to order at 6 PM.

1. **MINUTES – March 27, 2017 Meeting – Motion by Councilor McPike**
seconded by Councilor Wilde to approve the minutes. 7-0 vote in favor.

Because Assessor Karter was in attendance for the discussion of LD 1479, it was proposed to consider New Business Item 3.e. out of order. There were no objections.

3. NEW BUSINESS

- a. **Committee discussion and position on LD 1479, An Act To Modernize and Improve Maine's Property Tax System – Assessor Karter provided a summary of the proposed LD. Councilor Wilde noted that this is another example of a trend toward state legislation proposing to reduce local revenues. All Councilors supported opposing the legislation. Staff will submit testimony on the Town's behalf.**

2. OLD BUSINESS

- a. **Update on Grant Application for Old County Culvert – Manager Jennings reported that the grant funds had not been awarded but that the application was strong and would be slightly revised for resubmittal during the next grant round expected fall 2017.**
- b. **Review of draft FY18 Sewer expenses and revenues, and draft Sewer Capital Program; and potential referral of Fees Ordinance to Town Council for public hearing regarding sewer rates – Manager Jennings summarized the changes in projected FY18 sewer expenses from the FY17 budget, including the additional debt service requirements and the proposed addition of dedicated personnel to attend to and be paid from the sewer. Chairman Sirois said we need to dedicate resources toward the sewer. Councilor McAvoy asked if the**

proposed shift of a DPW employee from Highway to Sewer would reduce DPW staff and Manager Jennings said the proposal would be to replace the DPW personnel. Councilor Marble asked if this would allow us to be more proactive on sewer operations & maintenance and Director Currier said it would allow for dedicated staff time toward fixing sewer structures, field inspections for new sewer connections, help prepare reports including the CSO Annual Report, and the person would be trained in the collection system certification program. Director Currier reported that Hampden's responsibility for 8.33% of certain capital improvements to the Bangor WWTP was expected to result in additional costs in the coming years as Bangor is anticipating the need for major investments. Manager Jennings noted that referring the rate change to public hearing did not pre-commit the Councilors to voting a certain way, only that the matter should be considered in public hearing. There was a motion by Councilor Wilde seconded by Councilor McAvoy to refer the proposed rate structure to the Council to hold a public hearing. Motion passed 7-0.

3. NEW BUSINESS

- a. Review of Interest Rate Bids for 2017 Sewer Revenue Obligation Bond in the amount of \$262,936 – recommendation to Town Council** – *Chairman Sirois abstained from this matter due to his employer having submitted an interest rate bid. Manager Jennings summarized the bids and recommended the Camden National rate of 2.47% over 7 years. There was a motion by Councilor Marble seconded by Councilor McAvoy to recommend Council acceptance of the interest rate bid from Camden National Bank for 2.47% over 7 years. Motion passed 6-0-1.*
- b. 2016 CSO (Combined Sewer Overflow) Annual Report to DEP (informational)** – *This informational matter was summarized by staff.*
- c. 2016 Transfer Station Annual Report to DEP (informational)** – *This informational matter was summarized by staff.*
- d. Correspondence from MRC regarding April 26 MRC Board meeting and proposed revisions to funding of Joinder Agreement Reserve Funds, and proposed revisions to the Master Waste Supply Agreement and Site Lease** – *This informational matter was summarized by staff.*

- e. **Committee discussion and position on LD 1479, An Act To Modernize and Improve Maine's Property Tax System** – *This matter was addressed earlier in the meeting.*
- f. **Request for Town support of LD 1444 – An Act Regarding Large-Scale Community Solar Procurement** – *This matter failed for lack of a motion.*

4. PUBLIC AND STAFF COMMENTS – *None.*

- 5. COMMITTEE MEMBER COMMENTS** – *Mayor Ryder noted that he had received positive feedback from a contractor recently regarding their interactions with the Town's Public Works and Code staff. Councilor McPike provided an update on potential industrial development on the riverfront. He noted that testing would be done adjacent to the Hughes Bros. site and that there may be an opportunity to extend the testing further down the river.*

6. ADJOURN

There being no further business, the meeting was adjourned at 7:23 PM.

Respectfully submitted –
Angus Jennings
Town Manager



Town of Hampden
Planning and Development Committee
 Wednesday May 3, 2017, 6:00 pm
 Municipal Building Council Chambers
Minutes

Attending:

Committee/Council

Ivan McPike-Chair
 Terry McAvoy
 David Ryder
 Dennis Marble
 Mark Cormier
 Steve Wilde
 Greg Sirois

Staff

Angus Jennings, Town Manager
 Karen Cullen, Town Planner
 Myles Block, Code Enforcement
 Kelly Karter, Assessor

Public

Anthony Ng

Chairman McPike called the meeting to order at 6:01 pm.

1. Approval of April 19, 2017 Minutes – **Motion** to approve as submitted made by Councilor Marble with second by Councilor McAvoy; carried 6/0/0.
2. Committee Applications: Anthony Ng for the Historic Preservation Commission. Mr. Ng stated he has lived in Hampden since 2006, and as with other places he's lived he is interested in learning the history of the town and area. He is concerned about growth resulting in our history being lost, and wants to help Hampden preserve its history in ways that won't have a negative impact on growth.

Motion by Councilor Marble to refer the application of Anthony Ng to the Town Council for appointment to the Historic Preservation Commission; seconded by Councilor Wilde; so voted 6/0/0. Manager Jennings noted this will go to Town Council on May 15.

3. Updates:
 - a. MRC/Fiberight: The MRC Board released funds for the next phase of infrastructure construction, and a schedule for construction was also made available. Manager Jennings noted that he had advised MRC to delay closing on the "sewer line" parcel with Maine Ground Developers (through Ammo Park) until they had completed the process for town acceptance of the sewer infrastructure. He also noted Fiberight is aiming for a June closing on the construction financing for the plant.
 - b. Staff Report:

- i. Planner Cullen noted the stream cleanup scheduled for this Saturday May 6th, but may be postponed due to the weather. [Ed note: The cleanup event has been postponed to Saturday May 20th.]
- ii. CEO Block said he is considering taking care of the revisions to the Shoreland Zoning Ordinance, but to avoid the problems encountered last year – when there were significant deviations from the DEP guidelines discovered at the eleventh hour – he recommends a wholesale replacement of the ordinance rather than a line by line (redline) revision. The Committee agreed with this approach.
- iii. We have submitted the letter of intent for the Northern Borders grant for the sewer I/I study and report. The grant is due in June.
- iv. Reminder that the Hampden Business Association is holding a dinner meeting at Angler's on May 23 at which Manager Jennings, Planner Cullen, and IT/GIS Specialist Severance will be the speakers.
- v. Reminder that Councilors are invited to attend the Build Maine conference in Lewiston on June 9th; as an event sponsor the town receives unlimited free tickets for town staff and officials to attend.
- vi. CEO Block provided an update on the building code (MUBEC); within the next two months the state is expected to adopt the 2015 building codes (IBC, IRC, and IEBC) which includes provisions specific to accessory apartments and tiny homes, among other changes. The energy code will remain unchanged.
- vii. CEO Block informed the committee that we had received \$33,000 in vehicle registration fees from Emera today. Chairman McPike added that this is the result of the TIF agreement we have with Emera, and there will be more to come – by 2018 all their vehicles are to be registered in Hampden.

4. Old Business: None.

5. New Business:

- a. Proposed amendments to the Fees Ordinance. Planner Cullen gave a brief synopsis of some of the more significant changes to the ordinance, and Manager Jennings discussed the sewer rates. The main points discussed included:
 - i. The fees under 5.2, Solid Waste, probably need to be revised but with the modifications to the Solid Waste Flow Control Ordinance and ongoing discussions regarding the MRC/Fiberight project, it makes sense to wait until we have a better handle on the overall issues before changing these fees.
 - ii. We recommend adding a modest fee for replacement of lost transfer station stickers.
 - iii. Public hearings for liquor licenses are done when there are complaints to the Police and for new establishments. It was noted we are working towards having all liquor licenses have a common renewal date.
 - iv. Sewer fees for customers without water meters (either on their own well or on town water), in sections 2.9.1.1 and 2.9.1.2 only apply to 15 customers. Manager Jennings said the increase on these rates was based on the 25th percentile instead

of the median, which was a judgement call and could be revised tonight. Consensus was to leave them as proposed.

- v. The minimum charge for sewer fees (2.9.3) and the "ready to serve" charge were not increased in the draft, this was an oversight. Using the 25th percentile the new fee for each would be \$31.39, using the median it would be \$36.50. Consensus to use the 25th percentile.
 - vi. There is a proposed 19% increase in the sewer service charge rate, from \$9.74 to \$11.60 per 100 cfw consumed per the customer's water meter. Concerns about adding this much to the rates which in some cases doubled last year. Discussion regarding reducing or eliminating the \$100,000 payback from sewer to the general fund to keep the rate increases as low as possible.
 - vii. There were no concerns with the other proposed fee changes.
- b. Solid Waste Flow Control Ordinance. Manager Jennings said this ordinance was adopted in 1988 and has never been amended, and apparently has rarely if ever been enforced. It allows the town to designate where solid waste that is collected in the town by private haulers is to be taken for disposal. The ordinance currently designates the PERC facility in Orrington. With the new Fiberight facility expected to be operational in 2018, we need to amend this ordinance. Manager Jennings added that Town Attorney Ed Bearor is working on this with staff to draft the appropriate amendments to this ordinance, which will also deal with the logistics of enforcement. He said this seems to satisfy MRC regarding their needs for financial close. The Committee agreed that it would be acceptable to have the Finance & Administration Committee refer this to Council when the time comes.

Discussion regarding how private haulers deal with unacceptable trash, who is liable for illegal items in a load. Manager Jennings said the Flow Control Ordinance needs to address that question. This will continue to be an issue in the coming months as all 110 municipalities with agreements to send their solid waste to Fiberight are likely to have the same issue to contend with.

6. Zoning Considerations/Discussion:

- a. Manager Jennings said the MRC Board has recently decided to investigate the potential for establishing a transfer station at the Fiberight site, in the event the plant is not ready for operations by April 1, 2018. He told the committee he has been quite clear with the MRC staff and Board that such an action would require an entirely new permit from Hampden, starting from scratch. Under the zoning ordinance, a transfer station falls within the definition of "processing" which is an allowed use in the Industrial district where the Fiberight plant will be. Discussion regarding whether Hampden should amend this definition and make it clear that transfer station is not a permitted use in this district. Councilors all felt it was their responsibility to uphold what was said to the residents when the MRC/Fiberight proposal was being discussed and approved – that this would not be a transfer station.

Motion by Councilor Marble to direct staff to amend the zoning ordinance to eliminate the possibility of a transfer station being established in that (Industrial) zoning district; seconded by Councilor Sirois; unanimous vote (7/0/0).

- b. Discussion on the accessory apartment amendments; Planner Cullen said this will go before the Planning Board for their comments at their meeting next Wednesday, and will be back to Council on the 15th for the continuation of the public hearing. Manager Jennings said staff felt that a modification to allow two bedrooms and eliminate the 800 square foot maximum, but retain the 40% of the living area of the single family house as a maximum size, to ensure the unit is subordinate to the main unit would be reasonable. He added the testimony given the other night related to unfair housing practices was an inaccurate portrayal of the accessory apartment provisions. The Committee thought that sounded reasonable.
7. Citizen Initiatives: None.
8. Public Comments: None.
9. Committee Member Comments: Councilor Marble commented on the school budget meeting held last night (May 2); Manager Jennings had made some very good points that were appreciated by many in the room. Manager Jennings added that the work he had done last year has proven correct in regards to past budgeting practices at the school, which presented an inaccurate picture of how money was being spent.
10. Adjournment: ~~Motion~~ to adjourn at 7:20 pm by Councilor Marble; seconded by Councilor Sirois, carried 7/0/0.

*Respectfully submitted by
Karen Cullen, Town Planner*

SERVICES COMMITTEE MEETING

Monday, April 10, 2017

MINUTES

Attending:

*Councilor Dennis Marble, Chair
Mayor David Ryder
Councilor Stephen Wilde
Councilor Mark Cormier
Councilor Terry McAvoy
Councilor Ivan McPike*

*Town Manager Angus Jennings
Resident Jane Jarvi
Resident Patricia Russell
Bangor Asst. City Manager Mike Crooker
The Bus Superintendent Laurie Linscott*

Chairman Marble called the meeting to order at 6 p.m.

1. MINUTES

- a. **March 13, 2017** – Motion by Councilor McAvoy seconded by Mayor Ryder to approve the meeting minutes. Approved 6-0.

2. COMMITTEE APPLICATIONS

- a. **Jane Jarvi – Application to Library Board of Trustees** – After discussion with the applicant about her prior service through the Friends of the Library, there was a motion by Councilor McPike seconded by Councilor Wilde to recommend Council appointment of Jane Jarvi to the Library Board of Trustees. Motion carried 6-0.
- b. **Patricia Russell – Application to Library Board of Trustees** – After discussion with the applicant about her prior service on the Millinocket Library Board, there was a motion by Councilor McPike seconded by Councilor Wilde to recommend Council appointment of Pat Russell to the Library Board of Trustees. Motion carried 6-0.

3. OLD BUSINESS

- a. **Report on yesterday's (April 9, 2017) Volunteer Open House and Community Forum** – **Angus Jennings, Town Manager** – Manager Jennings reported regarding the event, the participation of nearly 25 local civic organizations, public attendance, and the potential that the event will encourage further collaboration both between the Town and civic organizations and among various civic organizations. The Committee expressed that this had been a worthwhile effort, and had been well publicized to the community.

- b. Meeting with Bangor representative(s) of Community Connector Bus regarding projected operating and vehicle (new bus) costs and timing – Michael Crooker, Assistant City Manager –** Mr. Crooker representing the City of Bangor presented Hampden's projected FY18 operating costs for The Bus, as well as estimated costs to secure an "end of life rehab" bus to serve the Hampden route. While the City of Bangor is still in its budget process the City officials had confidence in the numbers presented. Operating costs were projected at \$89,911. The City had been looking at mid-life bus overhauls in the cost range of \$175,000 or new buses for \$75-100,000 more, but had been able to secure \$239,652 in grant funds toward two "end of life" bus overhauls. This would offset costs of \$253,600 and, as a result, Hampden's cost to receive one of those rehabbed buses would be about \$7,000. This would be projected to have a useful life of six years, so would last until about 2024. The bus would be 35 feet – so larger than needed – but this was recommended as the most cost effective approach at this time. Mr. Crooker also reported that the Bus has applied for a technology grant that would allow for tablets to be added to buses which would improve their ability to collect data regarding ridership. Councilor McAvoy said he is not in favor of the bus at all. Mr. Crooker said he is not here to twist arms. Chairman Marble asked what percentage of bus expenses are paid by Bangor and Mr. Crooker said 70%. Chairman Marble thanked Mr. Crooker and Ms. Linscott for their work and they exited the meeting.
- c. Presentation of statement from Bronco Travel Soccer Club regarding their plans for 2017 Soccer Camp and potential to work together next year –** At the request of the Board of Bronco Travel Soccer, their statement was entered into the meeting record: "The Bronco Travel Soccer Club board has decided not to partner with the Hampden Recreation Department this year for the annual summer soccer camp. This decision was driven by the amount of time it has taken to attempt to come to a contract agreement between both parties. Over the course of the past two and half months, when the original contract was first provided to the town, negotiations have not progressed leaving BTSC no other option than to run a camp on their own due to the time constraints we are under to finalize camp preparations. In the future, BTSC continues to be open to a future partnership with the town regarding summer camp, but negotiations need to occur in a more timely manner. Thank you for your time over the past few months as camp discussions have occurred. We as a board look forward to strengthening our relationship with the town."

4. NEW BUSINESS

- a. Update on status of Request for Bid Proposal for Design, Engineering and Permitting for Pool and Municipal Building Site, including report on pre-bid meeting held with prospective vendors**

on Friday, April 7 – Angus Jennings, Town Manager – Manager Jennings informed the Committee of questions that had come in either within or since the pre-bid meeting, and the responses that were circulated to prospective vendors and posted to the Town website as Addendum 1. Councilor Wilde asked whether plans for a community center would be made public and Manager Jennings said that the Scope of Work will allow the Town to direct the consultant to prepare a couple of alternate design concepts, and one could include a land set-aside for a community center if that reflects the Council's intent.

- b. Discussion of potential policy to limit membership on Town Boards and Committees to Town residents – request of Councilor McAvoy** – Councilor McAvoy said he is aware of at least 2 or 3 non-residents on the Pool Board, and said he does not think it is appropriate. He referred to representation without taxation. Councilor McAvoy made a motion to not accept non Hampden residents to serve on Town Boards and Committees. The motion died for lack of a second.
- c. Review of new Marina Park signage, accurate property survey boundaries, and proposed signage installation – Angus Jennings, Town Manager** – Manager Jennings summarized the updated property survey information now available reflecting the accurate division between public and private land at Marina Park. The Committee agreed it would be worth correcting the sign before it is posted.

5. PUBLIC AND STAFF COMMENTS – None.

6. COMMITTEE MEMBER COMMENTS – None.

There being no further business, the meeting was adjourned at 6:55 PM.

*Respectfully submitted –
Angus Jennings, Town Manager*

**Memorandum**

TO: Town Council
FROM: Karen Cullen, Town Planner
DATE: June 1, 2017
RE: Award of Grant

The Town of Hampden submitted a grant application on April 13th to request funding through the Submerged Lands Program, Bureau of Parks and Lands Grant for the purpose of replacing our floating dock at the public boat landing (marina).

On May 31st, the Town received notification that we were one of the 20 communities selected to be a recipient of these funds. We will receive \$15,000 in grant funds (the maximum) and will be matching that with budgeted funds in the marina reserve account.

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



Phone: (207) 862-3034
Fax: (207) 862-5067
Email: townmanager@hampdenmaine.gov

TO: Finance Committee and Town Council
FROM: Angus Jennings, Town Manager
DATE: June 1, 2017
RE: Recommended FY17 Budget Amendment

As you know, the approved FY17 Sewer expense budget included \$100,000 in the expense budget in order to pay down the interfund balance deficit (which stood at \$651,616 at year-end FY16).

When preparing the FY17 Town Budget last spring, I projected an additional \$100,000 in revenue in the General Fund's Sewer Revenue Account (R 01-78), over and above the \$60,000 which had been traditionally budgeted as the Sewer Fund's offset of Town personnel costs associated with sewer operations.

As I have reported verbally at prior Committee meetings, I have since learned that it was an error to budget this \$100,000 as General Fund revenue since – although the \$100,000 will be received in FY17 – if it is receipted as revenue it will not “count” toward the interfund deficit.

This budgeting was akin to the General Fund saying to the Sewer Fund: “You owe me \$100,000 in FY17.” When the Sewer Fund pays the General Fund \$100,000, it would simply satisfy this “new” obligation – created by the Budget – rather than being credited toward the interfund deficit. This was not the intent.

Instead, when we transfer the \$100,000 from the Sewer Fund to the General Fund before June 30, we will receipt these monies to a general ledger account “General Fund Due From Sewer” (G 1-111-02). This will result in a \$100,000 reduction in the amount due to the General Fund from the Sewer Fund, which was the original intent.

The lesson learned here – which has been taken into account in preparing the FY18 Budget – is that the sewer expense to pay back the interfund transfers must be budgeted in order to ensure that enough money is raised to meet this obligation. However, the General Fund revenue should not be budgeted or it creates a “new” obligation.

In order to correct this error, it is recommended that the Council approve an amendment to the FY17 Budget to reduce projected income to the Sewer Income account (R 01-78) from \$160,000 to \$60,000 and to reduce the budgeted Overlay (E 66-01-55-01) from \$210,704.39 to \$110,704.39.

Current Account Status

R 01-78 GENERAL GOVT - SEWER INCOME

160,000.00 = Budget
0.00 = Bud Adj

-60,768.50 = YTD Net

99,231.50 = Balance

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type		Debits	Credits
08	0180		08/31/16		08/31/2016 C/R	R	CR	0.00	482.30
11	0414		11/21/16		11/21/2016 C/R	R	CR	0.00	286.20
03	0800		03/30/17		03/30/2017 C/R	R	CR	0.00	60,000.00
Totals-								0.00	60,768.50

Monthly Summary

Month	--Regular Entries--		--Budget Entries--	
	Debits	Credits	Debits	Credits
August	0.00	482.30	0.00	0.00
November	0.00	286.20	0.00	0.00
March	0.00	60,000.00	0.00	0.00
Totals	0.00	60,768.50	0.00	0.00

Current Account Status

E 66-01-55-01 OVERLAY / OVERLAY - MISC / OVERLAY

0.00 = Budget
210,704.39 = Bud Adj

0.00 = YTD Exp
0.00 = YTD Enc

210,704.39 = Balance

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
07	0790		07/01/16		BUDGET FY17 OVERLAY	B GJ	0.00	226,072.00
11	0422		11/21/16		REDUCE OVERLAY TC 7-5-16	B GJ	1,500.00	0.00
11	0422		11/21/16		REDUCE OVERLAY TC 7-5-16	B GJ	4,000.00	0.00
11	0422		11/21/16		REDUCE OVERLAY TC 7-5-16	B GJ	2,000.00	0.00
11	0422		11/21/16		REDUCE OVERLAY TC 7-5-16	B GJ	1,000.00	0.00
03	0792		03/30/17		OVERLAY	B GJ	2,370.00	0.00
04	0859		04/19/17		Revers 2012 receipt error	B GJ	4,497.61	0.00
Totals-							15,367.61	226,072.00

Monthly Summary

Month	--Regular Entries--		--Budget Entries--	
	Debits	Credits	Debits	Credits
July	0.00	0.00	0.00	226,072.00
November	0.00	0.00	8,500.00	0.00
March	0.00	0.00	2,370.00	0.00
April	0.00	0.00	4,497.61	0.00
Totals	0.00	0.00	15,367.61	226,072.00

Current Account Status

G 1-111-02 GENERAL FUND / DUE TO/FR SF

541,569.87 = Beg Bal 0.00 = YTD Net 651,569.87 = Balance
110,000.00 = Adjust 0.00 = YTD Enc

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type		Debits	Credits
07	0781		03/27/17		Beg Bal Adjustments	B	GJ	110,000.00	0.00
Totals-								110,000.00	0.00

Monthly Summary

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
July	0.00	0.00	110,000.00	0.00
Totals	0.00	0.00	110,000.00	0.00